



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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Hammond

DAVID E. JANSSEN
Chief Administrative Officer

July 6, 2005

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To: Supervisor Gloria Molina, Chair
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From: David E. Janssen
Chief Administrative Officer

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES' (DCFS) REQUEST TO
APPOINT MANAGEMENT POSITION – ASSISTANT DIVISION CHIEF, CHILDREN
AND FAMILY SERVICES**

Consistent with the August 4, 1998 Board-approved policy on management appointments, we received a request from DCFS to appoint Walter Chan to the position of Assistant Division Chief (ADC) for the Contracts Management Section at an annual salary of \$94,402 (\$7,866.83 per month – 2nd quartile of R11).

Mr. Chan is uniquely qualified for this position as a result of his previous experience within the department. Prior to assuming the duties of the ADC, he had three years experience as a contract analyst in DCFS as well as two years experience on the administrative team for one of the deputy directors. This experience has provided Mr. Chan with in-depth knowledge of departmental operations and the County's contracting process. No other candidate has been identified with recent specialized managerial experience in addressing the contract administration issues inherent with DCFS contracts.

Mr. Chan has played a key role in moving the department toward performance-based contracts. Having effective performance-based contracts in place will enable the department to succeed in achieving "The Key Three" – improved permanency (shortening the timelines to permanency), improved safety (reduce the recurrence rate of abuse and neglect) and reduced reliance on detentions (expand community-based strategies).

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Mr. Chan performed the function of ADC for Contracts Management for several years without compensation and often with severe staff shortages or a large number of inexperienced staff. The requested annual salary of \$94,402 is justified by Mr. Chan's experience and qualifications for this position. The requested salary will provide a 20 percent increase over his current base salary (13.74 percent increase over his current base salary and additional responsibilities bonus he currently receives). The salary increase recognizes the unusual level of difficulty inherent with the contracting process for child welfare services. Based on the above, we concur with the Department's request to appoint Mr. Chan to the position of ADC for Contracts Management at an annual salary of \$94,402 effective July 19, 2005.

In accordance with the policy on managerial appointments, unless we hear otherwise from your offices by July 18, 2005, we will notify the Department that they are authorized to proceed with the appointment of Mr. Chan.

Please let me know if you have any concerns about this appointment, or your staff may contact Claudine Crank of this office at (213) 974-2356.

DEJ:DL
GP:CC:kd

c: Executive Officer, Board of Supervisors
Director, Department of Children and Family Services
Director of Human Resources